

CORUNNA SOCCER VOLUNTEER SCREENING POLICY

PURPOSE

Corunna Soccer adopts the policies and procedures of Ontario Soccer for Volunteer Screening, as outlined in the Ontario Soccer Screening Handbook. This policy aims to provide a safe and positive soccer experience for all participants.

POLICY

Corunna Soccer is committed to the safety and well-being of children, young adults, parents, volunteers, and staff involved in its programs. The club recognizes its moral and legal responsibility, under the “Duty of Care” principle, to screen all individuals who will have access to vulnerable people. This policy adheres to the standards set by Ontario Soccer.

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. Canadian courts uphold organizations’ responsibilities to screen carefully as part of their “Duty of Care.”

Due to the positions of trust inherent in providing active, high-quality sport activities, all volunteers and employees will be required to undergo a screening process based on their assigned duties. This process will include a variety of measures, which may include:

- Application Forms with References
- Interviews
- Police Records Check (including Vulnerable Sector Screening where applicable, in accordance with
- Ontario Soccer's policy)
- Reference Checks
- Training and Education (including Respect in Sport training)

All volunteers/employees will be required to participate in an orientation that will introduce duty assignments, relevant club policies, and expectations, including the Code of Conduct and the screening policy. Information about the Volunteer Screening Program can be obtained from the Club office. Any member who believes they have experienced a contravention of this policy should contact the Club President.

CONFIDENTIALITY OF PERSONAL INFORMATION

Corunna Soccer is responsible for the confidentiality and access to personal information received from applicants, whether directly or from a third party (e.g., police). The Club is subject to the same legal requirements and regulations as other holders of personal information.

Only designated individuals, as defined by the club’s screening process (e.g., the President, the “Screening Official”), and (where necessary) the Selection Committee will review personal information, including Police Record Checks. All individuals involved in the screening process must sign an Oath of Confidentiality. Information received through the screening process will only be used to determine an applicant's suitability for a specific position.

Confidential information will be stored securely (e.g., in a locked cabinet or secure digital storage), accessible only to designated individuals.

Corunna Soccer will take all reasonable steps to protect the confidentiality of personal information. The Club will retain confidential information for the term of the position, in accordance with Ontario Soccer guidelines. Updated Police Record Checks, including Vulnerable Sector Screening where applicable, may be required periodically, as determined by Ontario Soccer and the Club's risk assessment.

Information will be discussed only in the case of complaints, disciplinary proceedings, or legal requirements. Corunna Soccer may retain a copy of the applicant’s Police Record Check, in accordance with Ontario Soccer guidelines.

This policy aligns with the current Ontario Soccer Screening Policy and will be reviewed and updated as necessary to reflect any changes to the provincial policy